

CIO Council Meeting Minutes

October 28, 2004

The October meeting of the Iowa CIO Council was held at the Grimes Building Conference Room from 1:00 – 3:00 p.m.

1. **Welcome and Introductions** – Judy Peters welcomed everyone to the meeting and asked everyone to introduce themselves and talk about what is new or important in their agency.

2. **CIO Subcommittee Discussion**

Security and Continuity of Operations Committee:

The committee met on October 11 to review the enterprise security policy.

Revisions were given to the CISO office and will be sent to the CIO Council members for review and comment. The next committee meeting is November 8. The committee may have something for action by the CIO Council at the November CIO Council meeting. These are high-level enterprise policies and some detail may not be developed at this level. The committee will be working on timelines and action items.

Strategic Planning and Architecture (SPAC):

A written report of the committee's work was distributed to the CIO Council email list this morning, including an attachment regarding open architecture principles.

CIO Council members are asked to provide feedback to the committee on this work product by November 9. The next committee meeting will be in about 2 weeks. Principles will be presented to the CIO Council for action in November.

Education and Emerging Technologies Committee:

The committee met and is gathering the projects from the EIP list, working with Ken Discher on the vendor index, working with Jim Day on the RFP-RFI sharing, working with the Information Security Office to review the training plan for cyber-security. Planning for vendor presentations is in progress. The committee would like input from the CIOs about what objectives the CIO Council members have for this committee – should they be looking at seminars, documentation, or what. Provide ideas to Laura Roeder-Grubb. The next committee meeting is scheduled for November 17.

Communications:

The communications committee has met twice since the last CIO Council meeting and is working with Darrell Fremont on Web site redesign. Committee reports have been added and some reorganization has been done on the current site. The committee is looking at a new template based on DNR's design. The committee is developing a "meet the CIO" short interview questionnaire as a way for members to learn more about each other and the agencies. The next communication committee meeting is scheduled for November 16. Council members are asked to provide ideas for Web content and any other communication activities to Margaret Munson.

3. **ITE Updates**

ITE is offering **BlackBerry services** to email users who are part of the Iowa domain, using either Model One or Model Two email services.

Active Directory update: A new utility from Microsoft called ADAM will be implemented soon and will allow some new features in managing the Active Directory. Remember that HRIS is currently the authoritative source for information in the Active Directory. AD information will be used in a proposed public on-line phone book available from the Web site if funding is found for the project. The ICN phone book can be downloaded today. Remember that general phone numbers can be used instead of individual-specific numbers in HRIS. Agencies should review what is being published now and let Darwin TenHaken know if the phone numbers in AD (from HRIS) are okay.

SOPHOS update: The news SPAM filtering solution is in place. Currently, anything scoring 90% or higher on the criteria and anything showing a virus is deleted without being delivered to users. Items scoring 80%-90% are quarantined and reviewed by ITE. Items scoring under 80% are delivered to the mailboxes. Some users are testing the notification system and eventually each user will get a daily digest of quarantined items from which the items can be designated as deliver or delete. When that service becomes available, the quarantine limit will be lowered to 50%.

I/3 and MS Windows XP Service Pack 2: There are some issues with I/3 and the Business Objects scripts and reports that could cause reports to be inaccurate under XP SP2. ITE is testing. If SP2 has already been installed and the users are not seeing error messages, don't uninstall. If SP2 has not been installed, wait for further word from ITE before installing it. A Council member suggested that SP2 might cause some printing issues as well.

4. **ICN Update**

ICN is testing **video over IP** and will be doing pilot projects with Education. The quality of the demonstration product for video over IP was good. Contact Mike Bacino for more information.

Voice over IP (VoIP) is being used in some new installations in state government. Voc Rehab and DHS will be using VoIP at their off-complex Des Moines facilities. The state will have a hybrid system where VoIP integrates with the existing digital voice system (10,000 stations currently). VoIP provides the capability for new services such as unified messaging, caller ID or ANI, follow-me features. The hybrid system will be located on complex and can be utilized anywhere on the state network. The LAN environment must be pristine (no dropped packets) for VoIP to work. ICN is looking for a test case. Contact Phil Groner for more information.

5. **Enterprise Infrastructure and Personnel Assessment:**

Wes Hunsberger provided a handout showing the project visualization. Information was posted today including questions and answers and comments arising from the presentation October 20.

Mark Peterson from Coeur Group discussed the red-green chart, centralizing, and funding. Centralizing under HF 534 requires looking at all IT functions and all IT

CIO Council Meeting Minutes

October 29, 2004

Page 3 of 4

funds in one organization. Elements of centralizing include reporting, common infrastructure as utility services, and resources. Two key elements of the scenarios are (1) knowledge content close to the work (particularly applications) and (2) a management level that sets priorities and funding.

The chart from page 20 of the October 20 presentation is intended to show: (1) Is there a process in place for this activity, and (2) How broadly is the process in play? The latest version has identified departments as large, medium or small. Large agencies have IT expenditures over \$3m; medium agencies have IT expenditures over \$700,000 and under \$3m; small agencies have IT expenditures under \$700,000. This chart has been shuffled and the rows would not be expected to match the earlier draft.

Funding is represented by a chart in the presentation. IT funds will be centrally managed under the some of the scenarios.

For implementation, inventories of skills, assets, and vendors will be critical early steps.

6. Electronic Records

Electronic records is a complex issue. Several agencies are proceeding using the information provided by Tom Shepherd at last month's meeting as a guideline.

Adjourned at 3 pm.

The Next CIO Council meeting is scheduled for November 18, 2004 from 1:00 – 3:00 p.m. at the Grimes Building first floor North Conference Room.

CIO Council Meeting Minutes

October 29, 2004

Page 4 of 4

Attendees of the October 28, 2004 CIO Council Meeting

CIOs		
Last Name	First Name	Agency
Anderson	Kay	Agriculture and Land Stewardship
Erickson	Ervin	Auditor's Office
Gast	Steve	Transportation
Gillespie	John	DAS/ICN
Grund	Larry	Public Safety
Halterman	Evelyn	Iowa Lottery
Hellstern	Robert	Veterans Home
Jacobs	Richard	Revenue
Johnson	Roger	Cultural Affairs
McLaughlin	Timothy	Inspections and Appeals
Messer	Adam	College Student Aid Commission
Munson	Margaret	Commerce -- IUB
Murphy	Larry	Judicial
Naples	JoAnn	Natural Resources
Nicoll	Steve	Education -- Vocational Rehabilitation
Noland	Julie	Iowa Finance Authority

CIOs continued		
Last Name	First Name	Agency
Peters	Judy	Workforce Development
Quinn	Lesa	Public Defense
Roeder-Grubb	Laura	Human Rights
Schwartz	Leon	IPERS
Tack	Lee	Education
Wineski	AJ	Public Health

Others Attending		
Last Name	First Name	Agency
Bacino	Mike	ICN
Day	Jim	DAS-GSE
Fay	Greg	DAS-CISO
Groner	Phil	ICN
Hall	Chad	DAS-ITE
Hunsberger	Wes	DAS-ITE
Peterson	Mark	Coeur Group
TenHaken	Darwin	DAS-ITE
Tritch	Lorrie	DAS-ITE